

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-72**

OPENING DATE: 13 Jun 14 **CLOSING DATE:** 27 Jun 14 **AGENCY:** 5705 **PIN:** 0678

POSITION: LEAD INSTRUCTOR, YCA

STARTING SALARY: \$44,356.99

LOCATION OF POSITION: Youth ChalleNGe Academy, Building 80, Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. **EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.**
2. A Master's Degree in Education or related field and four (4) years experience; **OR**, a Bachelor's Degree in Education with six (6) years directly related classroom teaching experience.
3. Must hold a valid Class A teaching certificate. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA AND CLASS A TEACHING CERTIFICATE MUST BE SUBMITTED WITH APPLICATION.**
4. Ability to communicate and instruct corps members at all levels of competence.
5. Ability to evaluate the student, to select behavioral objectives to meet the student's needs, to guide and direct staff regarding necessary training and educational development of a student.
6. Ability to maintain effective working relationships with students and all YCA staff.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Insure compliance with National Guard Bureau standards.
2. Coordinate, supervise and help develop and implement the YCA curriculum, including GED instruction, vocational training, and life skills instruction, as the youth education situation dictates.
3. Coordinate with counseling, operations, RPM and instructional staff, the YCA Deputy Director and/or security about any issues pertaining to a cadet.
4. Responsible for coordination of data collection, analysis and evaluation to enhance the YCA experience.
5. Schedule and assign classes to instructional staff.
6. Evaluate performance of instructors and recommend positive or negative follow-up actions as required.
7. Coordinate with instructors to identify course materials and supplies required by students and instructional staff, to include library books. Organize the student academic awards and recommendations.
8. Monitor instructional content of classes and the proper implementation of that content.
9. Provide additional training to YCA staff.
10. Perform other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.